

**PEACE CORPS**  
Overseas Request for Quotation (RFQ) for Supplies/Services/Equipment

**RFQ Number: 680-06-01-21**

**Date: June 10, 2021**

Peace Corps/ Benin has a need for VSAT internet services and maintenance to its main office located in Cotonou. Peace Corps is soliciting fixed-price quotations from you and several of your competitors for the supplies and/or services detailed below.

Item	Description	Quantity	Total
001	VSAT Internet Services to Peace Corps Cotonou Office <b>Bandwidth* down/up</b> 20Mbps /3Mbps	for 12 months services	
002	Additional costs for equipment and/or installation (if Any)	One time	
003	Periodic maintenance at location <b>(provide details as needed)</b>	Twice a year	

**\* Bandwidth parameters noted are suggested criteria. Contractors should propose rates at similar capacity if they cannot provide the exact parameters noted.**

If you are interested in submitting a quotation, please do so by **sending your completed and signed Attachment 1—Vendor Quotation Form** by e-mail to:

Names: **Lionel HOUNGBEDJI** and **Mark KOHLMAN**

Address: 01 BP 971 Cotonou, Benin

E-mail: [lhounbedji@peacecorps.gov](mailto:lhounbedji@peacecorps.gov) and [mkohlman@peacecorps.gov](mailto:mkohlman@peacecorps.gov)

**Quotations are due no later than 17h00 on June 21, 2021. Late quotations will not be accepted.**

Written questions about this Request for Quotation (RFQ) may be sent in the same fashion to the individual noted above in advance of the RFQ due date. No phone calls please.

Peace Corps will evaluate all quotations received by the deadline based on the minimum requirements and/or evaluation factor(s) shown below. Contingent on the availability of funds and continued need for the supplies and/or services, at the end of the evaluation process, Peace Corps intends to award a firm-fixed-price contract for the purchase of the required supplies and/or services to the selected vendor.

**A. Statement of Work/Description of Requirements**

Item	Description	Period	Payment
001	VSAT Internet Services to Peace Corps Cotonou Office Bandwidth down/up 20Mbps /3Mbps	September 1, 2021 – August 31, 2022	Quarterly
002	Periodic Maintenance	Twice a year	Quarterly
003	Installation of Any Equipment	August 15 – 31, 2021	1 <sup>st</sup> Quarter Payment

**Peace Corps intends to include option periods on the contract, as per below:**

**Base Year: September 1, 2021 – August 31, 2022**  
**Option 1 Year: September 1, 2022 – August 31, 2023**  
**Option 2 Year: September 1, 2023 – August 31, 2024**  
**Option 3 Year: September 1, 2024 – August 31, 2025**  
**Option 4 Year: September 1, 2025 – August 31, 2026**

All option years will be exercised unilaterally at the sole discretion of Peace Corps Benin, but provided notice be given in writing to the Contractor by PC Contracting Officer within one month (30 days) of the expiration date of each period of performance.

Renewals are subject to the availability of funds under the same terms and conditions set forth herein at the prices agreed.

In the event of a reduction in price for an option year, Contractor should immediately notify Peace Corps and make effective immediately the new price.

#### **B. Place of Performance**

All services will be delivered at: PEACE CORPS BENIN MAIN OFFICE, RUE DU PNUD – COTONOU per the statement of Work in Section A above.

#### **C. Contract Terms and Conditions**

As an Agency of the United States Government, Peace Corps has an approved contract template that it intends to use for the award. Peace Corps reserves the right to deny making a contract award to a vendor should they refuse to sign the Peace Corps approved contract template.

#### **D. Minimum Criteria:**

A quotation will not be considered further if it does not meet the following minimum criteria:

- Display the price per item and the total cost
- **Display the bandwidth described above or the one suggested by the vendor**
- **The name and Title of the Contractor or the Authorized Representative**
- **The Address and phone number of the Contractor**

#### **E. Evaluation Factors:**

Quotations that meet the minimum criteria listed above may be further evaluated based on the following factors:

- Price
- Ability to meet or exceed the required bandwidth outlined in section A item 001.

Award may be made with or without negotiations between the Peace Corps and the selected vendor.

Award may be made to a vendor that provided the lowest priced technically acceptable quotation, or to a vendor other than the one that provided the lowest priced quotation, should that vendor be determined to have provided the best value quotation to the Peace Corps taking technical and cost factors into account.

All vendors that submit quotations in response to this RFQ will be notified of the results.

[End of RFQ]

**ATTACHMENT 1 – VENDOR QUOTATION FORM****RFQ Number: 680-06-01-21****Vendor:** \_\_\_\_\_**Authorized Representative:****Name:** \_\_\_\_\_**Position/Title:** \_\_\_\_\_**Phone Number:** \_\_\_\_\_**E-mail Address:** \_\_\_\_\_

Quoted Prices (Inclusive of Administrative and/or Overhead Costs)

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
001	20Mbps /3Mbps for 12 months services	12 months		
002	Periodic Maintenance			
003	Additional costs for equipment and installation			
<b>Total</b>				

<b>Option Year</b>	<b>Description</b>	<b>Total</b>
Base	September 1, 2021 – August 31, 2022	
001	September 1, 2022 – August 31, 2023	
002	September 1, 2023 – August 31, 2024	
003	September 1, 2024 – August 31, 2025	
004	September 1, 2025 – August 31, 2026	
<b>Total</b>		

Items/Services Included in Total Quoted Price Above but Not Indicated in Chart:

Quoted Work or Delivery Schedule (If Any): \_\_\_\_\_

Quoted Payment Terms: \_\_\_\_\_

Quoted Warranty Terms (If Any): \_\_\_\_\_

Quoted Additional Terms and/or Conditions: \_\_\_\_\_

Describe how your company will provide periodic maintenance to the equipment to ensure continual service. **(Please attach a sheet, if needed)****SUPPLIER AUTHORIZED REPRESENTATIVE**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_